Final Grade Entry if Final assessment is not an exam

In some cases the final assessment may not be an exam. If this is the case the process for marking assignments submitted either by AssignIT or in hard copy should be followed. This document outlines additional responsibilities for final grade entry that should be followed in addition to the Assignment submission and marking process.

See: http://www.unisa.edu.au/tss/ac_resources/ac_resources.asp

- Assignments submitted in hard copy (Moderated)
- Assignments submitted in hard copy (Not Moderated)
- Assignments submitted via AssignIT (Moderated)
- Assignments submitted via AssignIT (Not Moderated)

Additional responsibilities for grade entry are outlined below.

TSS =   **School =**

Student =   **Partner =**

Moderated Courses

1. Entry of grades into Medici Web Interface – Grade Entry – Ready for review.
   The initial entry of grades into the web interface is the responsibility of the offshore lecturer immediately after marking the final assessment papers. Grades should be saved as Ready for Review
2. The moderator is responsible for changing grades as an outcome of moderation report approval.
3. The course coordinator is responsible for changing grades as an outcome of School Course Coordinator Grade distribution meetings and notifying HOS grades are ready for approval. (Taylors program only: The course coordinator should advise TSS that grades are ready for CP/TP review and TSS will advise HOS that grades are ready for approval)
4. The Head of School is responsible for approval of final grades
5. Assignments should be returned to students with feedback and grade as outlined in the Assignment submission processes.

Non-Moderated Courses

1. Entry of grades into the Medici Web Interface – Grade Entry – Ready for review.
   The initial entry of grades into the web interface is the responsibility of the course coordinator immediately after marking the final assessment papers. Grades should be saved as Ready for Review.
2. The course coordinator is responsible for changing grades as an outcome of School Course Coordinator Grade distribution meetings and notifying HOS grades are ready for approval. (Taylors program only: The course coordinator should advise TSS that grades are ready for CP/TP review and TSS will advise HOS that grades are ready for approval)
3. The Head of school is responsible for approval of final grades.
4. Assignments should be returned to students with feedback and grade as outlined in the Assignment submission processes.

Guide to Acronyms

CTI: Course Timeline Information (formerly known as TPI)

School
DHOS: Deputy Head of School
SEO: School Executive Officer
SA: School Administrator
CC: Course Coordinator
MOD: Moderator
OL: Offshore Partner Lecturer

TSS
PRC: Program Relationship Coordinator
PRA: Program Relationship Administrator
SSA: Student Services Advisor
CTWO: Coordinator Travel Web and Online
AWO: Administrator Web and Online

Appendix 1: Staff contacts - http://www.unisa.edu.au/tss/contact.asp
Appendix 2: Medici Web Interface – GRADE ENTRY User Manual
http://www.unisa.edu.au/tss/ac_resources/ac_resources.asp